



# Duties of Officials

Previously part of Appendix 3

Technical Advisory Group  
2020

## TECHNICAL OFFICIALS (Track & Field)

### 1. APPOINTMENT OF OFFICIALS

Officials reading the 2020 UKA Rules for Competition will note that this edition includes the World Athletics Rules, together with the contents of "The Referee", the instructional document which gave advice and explanations of how to put the rules into action. Officials should be aware that this section of the rules gives advice on the number and placing of officials at international competitions, and that these numbers and positions may not always be achievable under normal conditions of club competition. It should be highlighted here that the safety of all concerned is paramount, and so as many positions as can be appointed should be appointed, and as many positions as possible should be covered.

- (i) The following officials should be appointed at every Track and Field Meeting:
  - A Referee for Track Events
  - A Referee for Field Events. If there are to be several field events it may be desirable to appoint two Field Referees, one for the throwing events and one for the jumping events. (In meetings with many field events, further sub divisions of the Field Referee's duties may be carried out by the appointment of further Referees for specific duties.)
  - Track Judges/Umpires
  - Field Judges
  - A Chief Timekeeper
  - Timekeepers
  - A Starter – two if there are many track events, one of whom should then be designated Start Coordinator, supported by a Starter's Assistant and two or more if there are many track events, one of whom should then be designated as Chief Starter's Assistant.
  - Clerks of Course
  - Announcer(s)
  - Competitors' Steward(s)
  - Recorders and other Stewards as may be necessary.
  - Walking Judges (where walking events are included in the programme).
- (ii) The following additional officials should be appointed for meetings at level 3 and above:
  - A Meeting Manager, who shall have overall responsibility for the control of the meeting
  - A Photo-finish Team (as required)
  - Additional Starter(s) so that there is a team of not less than 3, thereby enabling Start Recalls to be used (see below).
  - A Technical Manager/Equipment Officer
  - Electronic Distance Measurement Team (as required).
  - Scoreboard Operators and two-way Radio Stewards
  - Call Room Stewards
  - Seeding Officers
  - Press and Results Stewards
  - Presentation Stewards
  - Doping Control Stewards
- (iii) The following additional officials may be appointed by the Technical Advisory Group for National and International Meetings:
  - National Technical Delegate
  - Jury of Appeal
  - Competition Director
  - Technical Manager
- (iv) Duties of Technical Officials
  - All officials share the responsibility for events starting to time and for the meeting to be run smoothly and safely without undue waste of time. Officials should always consult the Rules for Competition and Track & Field Safety Guide for Competition before going to an athletics meeting.

## **2. EVENT MANAGEMENT ROLES (Appointed by UKA Technical Advisory Group for all meetings promoted by UKA)**

It should be noted that UKA has adapted some of the roles described in World Athletics Competition Rules to suit practices in the UK and has added some additional roles. In addition, where an NTD is appointed to another competition provider's events (e.g. BUCS) roles and relationships may vary further.

### **(a) NATIONAL TECHNICAL DELEGATE**

1. Oversee overall organisation from appointment to completion of competition reports.
2. Be the first point of contact for the relevant competition, for issues from the UKA office. UKA's Officials Team will be the normal point of contact and will supply the NTD with information to be distributed to Chief Officials.
3. Proof read, and approve all materials sent out to officials prior to the meeting.
4. Establish that all relevant paperwork has been sent to all competition officials.
5. Confirm with the Technical Manager that all necessary technical preparations have taken place.
6. Confirm with Event Management that all necessary preparation has been completed prior to the meeting to brief Chief Officials.
7. Chair the briefing of Chief Officials. In doing so, establish the competition rules and regulations of the event in question.
8. Monitor the briefings of officials by the Chief. (This should be done in conjunction with Jury of Appeal members).
9. During the competition be a point of contact for the Competition Director, assisting him/her with the flow of athletes and the conduct of competition.
10. In so far as is possible with the above, during the competition observe a representative sample of technical aspects of the officiating. In doing so, accrue a range of information about the meeting conduct (as in an ITO role.)
11. In conjunction with the relevant Referees, monitor the seeding and draws in track and field events where appropriate.
12. In conjunction with the Chair of the Jury of Appeal (where appointed) ensure that a schedule is prepared for JoA members to act as event observers, taking on this part of the role of ITOs.
13. Evaluate the performance of chief officials and event managers – this may be in conjunction with others and provide feedback where appropriate
14. Oversee and manage the completion of all competition reports relevant to the meeting. In doing so receive copies of all reports from Chief Officials and Managers after the completion of the event and collate.
15. Prepare a report for UK Athletics.
16. Inform future post holders and the future event planning process.

### **(b) JURY OF APPEAL**

1. In addition to their role as defined in the World Athletics Rules for Competition, the Jury of Appeal act as the NTD's "eyes and ears."
2. They will be allocated by the NTD to observe the discipline briefings, supplying brief written feedback on each to the NTD.
3. The Chair of the Jury of Appeal will prepare a schedule allocating each member of the jury as observers to as many events as is feasible. In doing so they act as "pseudo ITOs". It is important to note, however, that they should not directly intervene in the conduct of an event, as ITOs are now authorised to do. Instead, they should draw any concerns to the attention of the judge in charge of an event. Future technology developments may require members of the Jury of Appeal, in rotation, to observe live or recorded video coverage in the Video Room. This is in addition to their observation of video material in considering protests.
4. It is important that they be seated when at event sites wherever possible and remain as unobtrusive as possible.
5. At the conclusion of the event they should supply feedback to the NTD.
6. They are not there to assess officials, but may feel it appropriate to give feedback to the Referee

- or Chief Judge about observations made.
7. In the event of a protest, the Meeting Manager will act as secretary to the Jury of Appeal.

### **Guidance notes on Jury of Appeal Procedures**

1. You should be available at all times during the event. If moving away from your allocated position you should ensure that other members of the Jury are aware of your location.
2. It is clearly desirable that you have watched the progress of events closely.
3. If there is an appeal for you to consider, you will be provided with a written protest by the Meeting Manager. Do not deal directly with the athlete or someone acting on his/her behalf. Conduct your discussions in private and do not allow access to the room or area to any other person – except where you have specifically called someone to appear before you.
4. The Chair of the Jury will need to provide a clear written statement as to the findings of the Jury and the reasons behind any decision. It is desirable to have this statement word-processed rather than in handwritten form, for distribution.
5. In coming to a decision you need to consider;
  - a. The exact terms of the protest and the wording of the World Athletics rule being used as the basis of the appeal.
  - b. What information and/or explanation you have been provided with by the relevant Referee/Judge.
6. In coming to your decision you may wish to review:
  - a. The grounds being claimed as the basis of the appeal – are they applicable and likely to change a decision even if proved correct?
  - b. The information provided by the appropriate Referee with the reasons, if relevant, why a particular decision (or lack of a decision) was taken. This should always include such items as the umpiring report form(s) for a track infringement or a photo-finish picture if the protest is about the placing of a competitor in a track event.
  - c. Where relevant, attempt to view any video evidence via the Host Broadcaster. Other video evidence may be available and, if thought useful, should be viewed, even if received from coaches or the public.
  - d. Make arrangements to view the photo-finish picture on screen if the photograph provided is not conclusive.
  - e. Interview the Referee and/or Judge/Umpire, if necessary, to clarify the details/circumstances of the infringement.
  - f. Although unusual, you may wish to question the athlete(s) concerned. (It is normally not recommended to take this course of action).
  - g. In the case of an appeal against a false start and a subsequent disqualification then obtain a copy of the print out of the reaction times for the race. (Familiarise yourself with the format of these print-outs and be sure you understand the significance of their content.) If a wave-form picture is available, make use of this as well, if appropriate.
7. Remember that your decision needs to be made as quickly as possible. It is likely that qualification for the next round or a medal presentation may hinge on your decision. A majority decision will be acceptable.
8. Agree a clearly worded statement of the results of your deliberation, explaining clearly why the protest has been upheld or rejected. Remember that there is no appeal against your decision so clarity is essential. This statement will be provided to the person making the appeal and also to the appropriate Referee. Remember that it is always possible that the contents may be quoted to the media as it is likely to be made available to them via the press centre.

### **(c) COMPETITION DIRECTOR**

1. Co-ordinate timetable planning and sign off the final version as workable. In doing so work in close consultation with Event Production, Broadcasters and UKA/England Competitions Department staff.
2. Advise Chiefs/Referees, in advance of any timetabling or production issues which may impinge on the conduct of their duties, including arrangements for athlete introductions.
3. Design procedures and routes for the movement of athletes through the various stages of the competition process.
4. In particular, plan routes from the Call-Room to event starts and sites, ensuring that these are agreed and communicated to appropriate officials
5. Ensure that Referees are briefed and understand the system for getting athletes through the Mixed Zone and to presentation. Also confirm with Start Co-ordinator procedures for escorting any disqualified athletes from the start.
6. Oversee the work of kit-carriers and their supervisors, together with officials to whom this responsibility is delegated at track level.
7. Produce a detailed call-up schedule for officials to use.
8. Prepare a simplified call-up schedule for display to athletes.
9. Produce guidance notes for chief officials.
10. Be the link during the event to Event Presentation.
11. Run the meeting to time.
12. Be the final decision-maker on the conduct of the meeting, dealing with such issues as may arise.

### **(d) MEETING MANAGER**

1. Approve expense claim forms during the meeting.
2. Supervise receipt of bib numbers from event organisers, where appropriate, and deliver these to number stewards.
3. Agree with the press/ photocopying centre a number of start lists to be printed and put aside for competition management. Collect and distribute these to all those who need them.
4. Obtain a master set of technical lists (field cards) from Results Company, copy these and distribute as necessary.
5. Supervise the distribution and collection of radios.
6. Ensure that all required personnel are in place and liaise with relevant Chiefs to arrange substitutes as necessary.
7. Oversee any system for the distribution of start lists, field cards and results.
8. Collect hard copies of field cards and deal with any record forms – a stock of relevant record forms to be available for completion by Chiefs.
9. Act as Secretary for the Jury of Appeal and, where necessary, liaise with the host broadcaster to make relevant TV pictures available if relevant to an appeal.
10. Maintain a trackside presence throughout the meeting, whenever possible, dealing with such issues as may arise from time to time. In discharging this duty, consultation with other management appointees will often be necessary.
11. In conjunction with UKA's Senior Officials' Co-ordinator, deal with any issues relating to accommodation.
12. Agree the dress code and inform officials.
13. Work with UKA staff or other appointees to ensure that the following are carried out:
  - i. Meeting and greeting officials including collection and checking of expense claim forms.
  - ii. Distribution of programmes to officials.
  - iii. Distribution of any clothing.
  - iv. Collection of packed lunches, or other dining arrangements.

### **(e) TECHNICAL MANAGER**

1. Ensure that all meetings are conducted within the appropriate IAAF/UKA rules for competition and technical requirements.
2. Carry out pre-event venue technical inspections, if requested.
3. Liaise with Chiefs prior to events with regard to technology being provided, etc.
4. Agree the location of all field events.
5. Ensure that any necessary repairs/upgrades are carried out.
6. Ensure that all event sites are ready and fully equipped on the day.
7. Ensure that appropriate implements and all other equipment is available.
8. Liaise with the Equipment Officer, before and during the event.
9. Be the sport's link to technical service providers – TV, Event Presentation, Sports Timing, Results company and venue staff.
10. Be the sole arbiter of the final positioning of all equipment, including technical service providers' and TV equipment. Similarly, the placement of all Sports Science equipment and personnel.
11. Maintain a trackside presence throughout the meeting, dealing with such issues as may arise from time to time.
12. Supervise the work of venue staff, through their managers/supervisors.
13. Produce site plans for each event at each venue with positions for officials, equipment, etc. as required. Sign these off, if produced elsewhere.

### **(3) TECHNICAL OFFICIALS**

#### **TECHNICAL TEAM**

##### **(a) EQUIPMENT OFFICER**

###### **Working with the Clerks of Course:**

1. Ensure that all venue equipment necessary for the competition is provided, prepared and made available at the correct time.
2. Ensure that any venue and personal implements are checked, marked appropriately and available at the competition site at the correct time for the relevant competition. Any implements that do not conform should also be marked appropriately and the reasons for rejection conveyed to the relevant athlete.
3. Ensure that equipment no longer required is removed in a timely fashion.
4. Ensure that all equipment and implements are cleaned and returned to the appropriate store/place at the end of the competition.
5. Where relevant ensure that any implement involved in a record performance is rechecked and if correct confirmed with the relevant Referee.

#### **REFEREES AND CHIEFS**

WA Rule CR 18, referring to the generic roles and responsibilities of Referees, should be read in conjunction with the Referees' roles which follow.

## FIELD EVENTS

### (b) The Field Referee

Shall:

1. have charge of all field events;
2. administer the rules for competition relating to disqualification of athletes;
3. allocate Judges to particular events and duties;
4. check that equipment and markings conform to specification rules in liaison with the Technical Manager/Equipment Officer (if appointed) or the Clerk(s) of Course;
  - (i) Ensure that all field events are conducted in line with safe practices detailed in UKA's Track & Field Safety Guide for Competition.  
*Note: This should be done in liaison with the Technical Manager / Equipment Officer if appointed.*
  - (ii) announce to Judges and ensure that the competitors are informed of the number of trials;
  - (iii) ensure that all field events commence at the due time;
  - (iv) supervise the measurement of performances;
  - (v) check the final results;
  - (vi) decide in the event of any difference of opinion between the Field Judges: the Field Referee's decision shall be final;
  - (vii) deal with any disputed issue as provided by the Rules for Competition.

### (c) Field Judges

Shall:

1. see that field events are carried out safely and in accordance with the Rules for Competition;
2. decide in which order the competitors shall be placed;

In jumping for distance, separate Judges shall be responsible for:

- deciding if the take-off is fair;
- marking the point in the landing area from which measurement is to be made;
- operating the wind gauge (the operator shall measure and record the wind speed for the designated period of time and relay this information to the Judge in charge of the event).

In jumping for height, two Judges should keep a record of the jumps and check their recordings at the end of each round. The height of the bar should be measured when the bar is raised, particularly if standards or records are being attempted.

In throwing for distance, separate Judges shall be responsible for:

- deciding if the delivery is fair;
- marking the point of landing of the implement from which the measurement is to be made.

Before the start of each event the Judges should ensure that the correct competitors are present, that they are correctly dressed and are wearing numbers as on the programme and in accordance with the Rules for Competition.

**(d) Measurement Officials** may be appointed, especially if Electronic/Virtual Distance Measurement is to be used, and they are then responsible to the Field Referee for measuring and recording distances.

## TRACK EVENTS

### (e) The Track Referee

Shall:

- (i) have charge of all track events;
- (ii) Ensure that all track events are conducted in line with safe practices detailed in UKAs Track & Field Safety Guide for Competition.  
*Note: This should be done in liaison with the Technical Manager if appointed.*
- (iii) administer the Rules for Competition relating to disqualification of athletes;
- (iv) allocate duties to Track Judges and Umpires;
- (v) decide in the event of any difference of opinion between the Track Judges: the Track Referee's decision shall be final;
- (vi) deal with any disputed point as provided by the Rules for Competition.

If, in the opinion of the Track Referee, circumstances arise so that justice demands that a race already concluded should be contested again, the Referee shall have power to declare any or all of a race void and if it shall be contested again in full or in part, either on the same day if practicable, or on some future occasion. The Competition Director will determine when this will take place, following discussions with the host broadcaster and others as appropriate.

### (f) Track Judges and Umpires

Shall:

- (i) see that the proper distance of each run is covered;
- (ii) decide the order in which the competitors finish.

Lap scorers should be appointed for races of longer than 1500m to record each competitor completing each lap. The duty of lap scorer can be incorporated with that of 'finish judge'.

One of the scorers shall call, or show by number cards, to the competitors the number of laps still to be completed and ring the bell for each competitor to indicate the start of the last lap. Judges should be allocated as Umpires to watch the competitors, especially on bends and over hurdles and water jumps, and shall report promptly to the Referee any infringement of the rules of racing.

Any breach of the Rules should be reported to the Referee even if the athlete (or team, for relay races) does not finish the race. Judges should also be allocated to supervise relay take-overs and to work out the results of team races.

A Wind Gauge Operator should be appointed for races up to and including 200m if the gauge is not automatic, with the reading electronically transferred to the result system. The operator should measure and record the wind speed for the designated period of time and relay this information to the Track Referee.

### (g) The Start Coordinator

Shall:

- (i) allocate duties to the other Starters;
- (ii) administer the Rules for Competition relating to disqualification of athletes at the start of races;
- (iii) have absolute control over all matters relating to the start;
- (iv) ensure that the track events keep to timetable.



## **(h) Start Referee**

### **Shall:**

- (i) have jurisdiction to decide on any facts relating to the starts if he does not agree with the decisions made by the start team except in cases when it regards an apparent false start indicated by a WA certified Start Information System, unless for any reason the Referee determines that the information provided by the System is obviously inaccurate.
- (ii) have the authority to give Conduct Warnings where relevant.

### **May be:**

required to announce the reasons for warnings or disqualifications over the Event Production sound system.

## **(i) Chief Starter's Assistant**

### **Shall:**

- (i) allocate duties to the other Starter's Assistants
- (ii) oversee the duties of the Starters' Assistants as defined in WA CR 23

The Starter shall have complete control of the starting of a race. Starters Assistants are appointed to act under the direction of the Starter, to make the draw for the stations at the start (if Seeding Officers have not been appointed) ensuring that the correct competitors are present, correctly dressed and wearing numbers in accordance with the programme. Starters Assistants should then assist the Starter, at his/her instruction, in watching for infringements of the rules during the starting procedure.

At meetings of a higher level, Start Recalls are appointed from within the team of Starters. If in the opinion of the Starter or Start Recaller, the start was not fair, the competitors must be recalled. In practice, the first opportunity to recall rests with the Starter, whose decision on whether to issue a false start warning shall be final.

## **(j) The Chief Timekeeper**

### **Shall:**

- (i) allocate duties to the Timekeepers on the team;
- (ii) declare the time to be recorded for each competitor;
- (iii) administer the Rules for Competition applicable to timekeeping.

## **(k) Timekeepers**

### **Shall:**

- (i) Time each event independently and, in the event of a difference between their returns, should exhibit their watches to the Chief Timekeeper, who shall decide which time is to be returned.
- (ii) Act as back-up in the event that Fully Automated Photofinish is in operation.

## **(l) The Chief Photo-finish Judge**

### **Shall:**

- (i) be responsible for the functioning of the equipment (in conjunction with Equipment Providers);
- (ii) initiate with the Start Coordinator, a Zero Control Test before the start of each session;
- (iii) supervise the testing of the equipment and ensure that the cameras are aligned;
- (iv) allocate duties to the Photofinish Judges on the team;
- (v) determine and issue the correct placing of the athletes and their official times.

### **(m) Photo-finish Judges**

Shall:

- (i) record the finish of each race and read the times and positions of each athlete; they shall provide this information to the Chief Photofinish Judge who shall decide the official result.
- (ii) Receive information from the relevant referee regarding disqualifications and conduct warnings to be recorded in the results

### **CALL ROOM**

#### **(n) Call Room Referee**

Shall:

- (i) in disciplinary matters, have jurisdiction from the warm-up area to the competition area including the power to issue Conduct Warnings.
- (ii) Should a Conduct Warning be issued the instructions on the Conduct Warning form must be followed to ensure that other Referees and Event Managers are aware.

#### **(o) Call Room Manager**

Shall:

- (i) be responsible for supervising the safe transit from the warm-up area to the competition area to ensure that the athletes, after being checked in the Call Room, are present and ready at the competition site for the scheduled start of their event.
- (ii) If necessary, put in place a system to retain and return confiscated items from athletes.

#### **(p) Call Room Judges**

Shall:

- (i) be responsible for seeing that all competitors are dressed in accordance with the Rules for Competition. They must produce the competitors for each event at the appropriate marshalling point at the time required by the Call Room Manager and furnish the official with a list of competitors.

### **RACE WALKING**

Reference should be made to WA TR 54 relating to Race Walking.

#### **(q) Chief Race Walking Judge:**

Shall:

- (i) have the power to disqualify an athlete in the last 100m, when his mode of progression fails to comply with Rule 54.2 regardless of the number of previous red cards the Chief Judge has received on that athlete. An athlete who is disqualified by the Chief Judge under these circumstances shall be allowed to finish the race. He shall be notified of this disqualification by the Chief Judge or Chief Judge's Assistant by showing the athlete a red paddle at the earliest opportunity after the athlete has finished the race.

#### **(r) Race Walking Judges:**

Shall:

- (i) display a yellow paddle to any athlete he / she considers not to be adhering to WA CR 54.2 and send a red card to the Chief Judge.

## SEEDING

### (s) Chief Seeding Officer:

Shall:

- (i) be responsible for the management and duties of the Seeding Officers.

*What follows should be regarded as general principles. Seeding procedures will vary according to the relevant competition provider. The Chief Seeding Officer should ensure that they familiarise themselves with the relevant conditions, in advance.*

### (t) Seeding Officers:

Shall:

- (i) have the responsibility of allocating competitors in track events to heats or subsequent qualifying rounds according to their previous best performance. They shall prepare the draw for the finals. In the case of heats (first rounds) if possible, the seeding shall be based on the best performance at previous meetings during the current or previous season. In the case of subsequent rounds, the seeding shall be based on the performance in the earlier heats (previous rounds) for events up to and including 400m, and in events above this distance the original performance list should be used, unless a better performance was achieved in the previous round.

Seeding Officers should consult with the Track Referee before the start of the meeting to establish the qualifying conditions which the Track Referee would wish to have implemented for progressing to subsequent rounds/finals.

A random draw for lanes should be made wherever possible.

Rule CR 20.8 states "In all Qualification Rounds, the tables should, where practicable, allow at least the first and second places in each heat to qualify for the next round and it is recommended that, where possible, at least three in each heat should qualify.

Except where Rule 21 of the Technical Rules applies, any other athletes may qualify by place or by time according to Rule 20.2 of the Technical Rules or the applicable Technical Regulations. When athletes are qualified according to their times, only one system of timing may be applied.

*Note: In races longer than 800 metres where rounds are conducted, it is recommended that only a small number of athletes qualify by time.*

## ATHLETE REGISTRATION

### (u) Numbers' / Athlete Registration Stewards:

Shall:

- (i) be responsible for seeing that all competitors are issued with the number/name bibs allotted to them in the programme for each particular event.

## OTHER ROLES

(v) **Announcers, Results Stewards, Press Stewards**, together with other officials as may be necessary or desirable, should also be appointed depending upon the nature of the meeting and the number of events and competitors.